

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	PAGE: 1 OF 1
ISSUED BY: <b>Department of Revenue – Human Resources</b>	
EFFECTIVE DATE:	
PROCEDURE # <b>6.3.0</b> (formerly <i>KRC procedure #3.0</i> )	
SUBJECT: <b>Introduction to Human Resources</b>	
DISTRIBUTION CODE: A, B, C, D	CONTACT: <b>Commissioner's Office, Station #6</b> <b>(502) 564-4444 or (502) 564-4456</b>

## I. PURPOSE

Department of Revenue employees are subject to certain laws and regulations as well as department and Cabinet-wide policies and procedures.

The standard procedures contained within this group are those administered by the Department of Revenue. Standard procedures for all Finance and Administration Cabinet employees are contained within the **Human Resource Section** of the **Finance and Administration Procedures folder**. Employees should make sure they acquaint themselves with both sets of procedures.

The [Commonwealth of Kentucky Employee Handbook](#) has been included in this grouping for reference. This handbook is not a contract nor do the statements contained in it have the force of law. Personnel laws and regulations may modify or supersede any or all statements in this handbook. For more information, employees should contact the Human Resource Branch and refer to the current edition of the [KRS 18A](#) and [Kentucky Administrative Regulations 101](#).

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES"**

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